FY10 RTC 1038 GRANTS
Frequently Asked Questions
July 23, 2009

Q: What are the 'due dates' of all of the materials?

A: Please see below for all 'due dates' and remember that all material should be sent to MOTT c/o Diane Roberts, Budget/Contracts Manager, MOTT, 10 Park Plaza, Suite 4510, Boston, MA 02116.

- FY10 Base Grants due July 27, 2009:
  - The 'official standard Base Contract' form
  - The completed 'Attachment A, Scope of Services' totaling your 'Base Contract' only amount
  - Signature authorization form
- FY09 Final Reports due July 31, 2009
- FY10 Application & Marketing Plan due August 7, 2009

Q: In the 'Base Contract', 'Attachment C', page 8, 'Final Report' and in 'Attachment E', page 11, 'Final Report Instructions & Check List' it states that the due date is August 30, 2010; is this the correct date?

A: No, this is a typo. The correct date for submission of the 'FY10 Final Report 'is July 30, 2010; [*note: July 31, 2010 is a Saturday*].

Q: 'Attachment A, Scope of Service and Budget' is different this year and shows two columns: 'A for Grant Funds' and 'B for Matching Non-Government Funds'. Do I have to complete both columns for all line items?

A: Yes, you need to indicate the proper dollar allocation for both Columns A and B per each line item. This will need to be done for both your 'Base Contract' and for your final 'Contract Amendment'; *this is a new feature for FY10*.

Q: For 'Attachment A, Scope of Service and Budget': can't I just use last year's form and indicate the matching funds as one total number v. columns 'A' and 'B'?

A: No, you need to use this year's forms for this, and all, submissions. Columns 'A' and 'B' in the 'Base Contract', Contract Budget' and 'FY10 Final Reports' includes Matching Non-Government Funds and allows MOTT the ability to track programs better on a per-line item basis. *Note: the total of Column A must equal maximum obligation of contract. Total of Column B must be equal to or greater than Column A.*

Q: Where can I find copies of the FY10 schedule and templates?

A: All materials are posted at www.massvacation.com/industry, and then click on Logo & Grant Policies.

Q: Do I have to use the 'forms' and 'templates' that were provided or can I just write a narrative?

A: Yes, it is required that you use the forms and templates that were provided; *this is a new feature for FY10*.

Q: When I type inside each box, the box stretches; can we make the box any size that we want?

A: No, please keep responses confined within the allowable space as issued on the 'form' and 'template' for each box.

Q: Can I attach any other marketing material to the plan?

A: No, please be sure to use only the forms and templates as issued and do not submit any other material.

Q: Is the 'oral presentation' a requirement?

A: No, the 'oral presentation' is optional; *this is a new feature for FY10.*

Q: Will the 'oral presentation' be scored?

A: No, the 'oral presentation' itself will not be scored; this is a platform for an open conversation between the RTC and the 1038 Review Committee and simply allows the committee to ask the RTC [or those who have either helped write or will implement plan] for clarification, expansion, or to provide further back-up information concerning the essence of the marketing plan.

Q: What if I don't schedule an 'oral presentation' --would I still have until September 14 to make adjustments to my marketing plan and re-submit it on that date?

A: No, the September 14 date allows for adjustments, if any, to be made to the marketing plans following the conversation of the 'optional oral presentation' between the RTC and the Review Committee. If you do not schedule this conversation, then the committee would not be able to pose any questions concerning your plan which, ultimately, might need to be adjusted for final submission. Therefore, the Review Committee would evaluate the plan which was submitted on August 7.

Q: Is it too late to schedule an 'oral presentation'?

A: No, it is not too late; please contact phyllis.cahaly@state.ma.us to schedule a timeslot for the week of either August 17 or August 24.

Q: What is the 'media flow chart' for and when is it due?

A: The 'media flow chart' is a tool to help you plot your advertising and marketing opportunities. This form was issued with your 'Base Contract', but is due on October 26, 2009 when you return your 'Contract Amendment', *this is a new feature for FY10--if you like, you may submit your 'media flow chart' with your marketing plan on August 7.*

Q: Do I need to verify to MOTT on December 31, 2009 and by March 31, 2010 that 'Attachment A, Contract Scope and Budget', accurately represents work completed and planned?

A: Yes; verification will be required on these dates as specified in the contract; *this is a new feature for FY10*.

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